



ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION  
OFFICE OF INTERGOVERNMENTAL SERVICES  
VICTIM JUSTICE AND ASSISTANCE PROGRAM

**2009 ANNOUNCEMENT OF AVAILABILITY OF FUNDS**

**A. ISSUING OFFICE**

This Announcement of Availability of Funds is issued for the State of Arkansas by the Arkansas Department of Finance and Administration, Office of Intergovernmental Services, Victim Justice and Assistance (VJA) Program.

These federal funds are made available through the following three (3) federal grant programs:

PROGRAM	GOALS
Family Violence Prevention and Services Act (FVPSA)	Provide direct services and emergency shelter and related assistance to victims of family violence. <a href="http://www.acf.hhs.gov/programs/fysb/content/familyviolence/index.htm#sub4">http://www.acf.hhs.gov/programs/fysb/content/familyviolence/index.htm#sub4</a> <a href="http://edocket.access.gpo.gov/2007/pdf/E7-25338.pdf">http://edocket.access.gpo.gov/2007/pdf/E7-25338.pdf</a>
Victims of Crime Act (VOCA)	Provide direct services to crime victims who have suffered physical, sexual, financial or emotional harm as a result of the commission of a crime by another person or persons. <a href="http://www.ojp.usdoj.gov/ovc/">http://www.ojp.usdoj.gov/ovc/</a> <a href="http://www.ojp.usdoj.gov/ovc/welcovc/scad/guides/vaguide.htm">http://www.ojp.usdoj.gov/ovc/welcovc/scad/guides/vaguide.htm</a>
Violence Against Women Act (VAWA) also known as STOP	Provide services to adult women who are victims of sexual assault, domestic violence, stalking or dating violence through improved responses from and coordinated efforts between law enforcement, prosecution, court and advocacy professionals. <a href="http://www.usdoj.gov/ovw/">http://www.usdoj.gov/ovw/</a> <a href="http://www.ovw.usdoj.gov/docs/FAQ_FINAL_nov_21_07.pdf">http://www.ovw.usdoj.gov/docs/FAQ_FINAL_nov_21_07.pdf</a>

VJA is the sole point of contact concerning this *Announcement*. Retain and refer to this *Announcement* and the *Application Instructions* when you complete the application. Applications will be scored based on the applicant's responses to the purposes, overall goals, and essential components, stated in this announcement and the application instructions.

**APPLICATION DEADLINE: APRIL 17, 2009 at 4:30 P.M.**  
**Applications received after the 4:30 deadline will not be considered.**

**NOTE:** *Funding determination is based on a competitive application process. Support received one year does not guarantee continued support in following years.*



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**B. ELIGIBLE APPLICANTS**

Organizations whose sole purpose is to serve crime victims; public and non-profit organizations that have components which offer services to crime victims, including, but not limited to:

Law Enforcement Organizations  
Courts  
Hospital and Emergency Medical Facilities  
Institutions of Higher Learning

Prosecutors' Offices  
Faith-Based Organizations  
Non-Profit Organizations

Applicants must possess a federal identification number and a DUNS number (a unique nine-character number that identifies your organization).<sup>1</sup>

Applicants must be able to provide a cash or in-kind match of 20% - 37%. Services under these proposals may not be subcontracted. Services must be provided to crime victims, at no charge.

Recipient organizations must maintain Civil Rights Information as well as statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability.

Applicants must show formal coordination and collaboration effort with other service providers in the community.

**C. AWARD INFORMATION**

**Proposed budgets cannot exceed \$100,000 in total costs in any year of the proposed project.**

Awards will be made, on a competitive basis, for the twelve (12) month period of October 1, 2009 through September 30, 2010, with a one year renewal clause, dependent upon available funds and the previous year's performance. Individual award amounts will be determined by the number and quality of eligible applicants, and funds available.

VJA will evaluate the merits of the proposals received in accordance with the evaluation factors listed in this announcement and the requirements noted in the application instructions. Failure of the applicant to provide any information requested in this announcement and in the

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<sup>1</sup> If your organization does not have a DUNS number, use the Dun & Bradstreet (D&B) online registration to receive one free of charge. [http://www.grants.gov/applicants/request\\_duns\\_number.jsp](http://www.grants.gov/applicants/request_duns_number.jsp)

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application may result in disqualification of the application. VJA will fund those applicants whose proposals are most responsive to the specifications in this announcement, within the available funds. Funds will be allocated on a reimbursement basis only. Applicants must be prepared to assume project start-up costs. Priority will be given to applicants whose project can begin on October 1<sup>st</sup>.

As a condition of receiving a grant, applicants shall adhere to the financial and administrative provisions set forth in the OJP Financial Guide and applicable OMB Circulars and Common Rules.

**1. ANTICIPATED AVAILABLE FUNDING:**

**a. Family Violence Prevention and Services Act (FVPSA)**

i. Emergency Shelter	\$750,000.00
ii. Related Assistance	\$250,000.00

**b. Victims of Crime Act (VOCA)**

i. Sexual Assault	\$290,000.00
ii. Domestic Violence	\$290,000.00
iii. Child Abuse	\$290,000.00
iv. Victim Services	\$2,030,000.00

**c. Violence Against Women ACT (VAWA) also known as STOP**

i. Law Enforcement	\$300,000.00
ii. Prosecution	\$300,000.00
iii. Victim Services	\$360,000.00 <sup>2</sup>
iv. Court	\$60,000.00
v. Discretionary	\$180,000.00

**2. ESTIMATED AWARD AMOUNT:**

Minimum request	\$10,000.00
Maximum request	\$100,000.00

**3. LENGTH OF PROJECT PERIOD: Up to 2 years**

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<sup>2</sup> 10% of this amount will be awarded to culturally specific community based organizations.

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**D. SCHEDULE OF ACTIVITIES**

DATE	EVENT
February 18, 2009	Announcement of Availability of Funds mailed to prospective applicants and posted on the VJA website.
February 18 – March 13, 2009	Written questions regarding the announcement must be submitted via e-mail, fax or mail to Sandra Cook NO LATER THAN March 13 <sup>th</sup> .  E-MAIL: <a href="mailto:sandra.cook@dfa.state.ar.us">sandra.cook@dfa.state.ar.us</a> , FAX: 501-682-5155 MAIL: Arkansas Department of Finance & Administration Office of Intergovernmental Services 1515 West 7 <sup>th</sup> Street, 4 <sup>th</sup> FL Little Rock, AR 72201.
March 17, 18 and 19, 2009	Technical Assistance Workshops Time(s) and location(s) will be posted on the website.
March 25, 2009	(FAQ's) Questions and responses will be posted on the web site. <a href="http://www.arkansas.gov/dfa/igs/igs_vja.html">http://www.arkansas.gov/dfa/igs/igs_vja.html</a> .
<b>APRIL 17, 2009</b>	<b>APPLICATION SUBMISSION DEADLINE - 4:30 PM.</b>
April 17 – June 30, 2009	Proposal Review and Selection
July 31, 2009	Reconsideration Process Completed
August 1 – 15, 2009,	Statement of Grant Award Forwarded to Recipients
August 21, 2009	Job Descriptions Due
September 11, 2009	Signed Subgrants submitted to VJA
October 1, 2009	Proposed project start date

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**E. PROGRAM PURPOSE, DEFINITIONS, MATCHING CONTRIBUTIONS AND THE USE OF VOLUNTEERS**

**MATCH:** The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. Matching contributions must be derived from nonfederal sources. All funds designated as match are restricted to the same uses as the federal funds and must be expended within the grant period.

In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the applicant organization. If the required skills are not found in the applicant organization, the rate of compensation must be consistent with the labor market. The value placed on loaned or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately-owned buildings in the same locality.

**VOLUNTEERS:** Applicants must use volunteers unless VJA determines there is a compelling reason to waive this requirement. A "compelling reason" may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort. Documentation of a "compelling reason" must be included in the application.

**1. FAMILY VIOLENCE PREVENTION AND SERVICES ACT (FVPSA)**

**a. PURPOSE**

To establish, maintain and expand programs and projects to prevent family violence and to provide immediate shelter and related assistance.

**b. DEFINITIONS:**

- i. *Family Violence* – any act or threatened act of violence, including any forceful detention of an individual, which (i) results or threatens to result in physical injury, and (ii) is committed by a person against another individual (including an elderly person) to whom such person is or was related by blood or marriage or otherwise legally related or with whom such person is or was lawfully residing.
- ii. *Shelter* – the provision of temporary refuge and related assistance in compliance with applicable State law and regulation governing the provision, on a regular

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basis, of shelter, safe homes, meals, and related assistance to victims of family violence and their dependents.

- iii. *Related Assistance* – the provision of direct assistance to victims of family violence, helping such victims to gain access to civil and criminal courts and other community services, facilitating the efforts of such victims to make decisions concerning their lives in the interest of safety, and assisting such victims in healing from the effects of the violence, includes prevention services such as outreach; employment training; preventative health services, public awareness campaigns, counseling, transportation, legal advocacy, etc.

c. **MATCH REQUIREMENTS**

Not less than twenty percent (20%) of the total funds provided for a proposal to operate an existing project and not less than thirty five percent (35%) with respect to an entity proposing to operate a new program.

**2. VICTIMS OF CRIME ACT (VOCA)**

a. **PURPOSE**

To support the provision of services to victims of crime. Priority is given to programs serving victims of domestic violence, sexual assault, and child abuse. Additional funds have been set aside for underserved victims, such as survivors of homicide victims, victims of drunk drivers, elderly or disabled victims and victims with limited English proficiency.

b. **DEFINITIONS:**

- i. *Crime victim* - a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.
- ii. *Services* - those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security such as boarding-up broken windows and replacing or repairing locks.

c. **MATCH REQUIREMENTS**

Not less than twenty five percent (25%) of the total funds provided for a proposal to operate an existing project and not less than thirty five percent (35%) with respect to an entity proposing to operate a new program

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**3. VIOLENCE AGAINST WOMEN ACT (VAWA) also known as STOP**

- a. **PURPOSE:** To develop and strengthen the criminal justice system's response to violence against women and to support and enhance services for victims.

Project supported through this federal grant program must meet one or more of the following fourteen (14) statutory program purpose areas:

- i. *Identification and Response*  
Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;
- ii. *Special Units*  
Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence;
- iii. *Policies and Protocols*  
Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence;
- iv. *Data Collection and Communication*  
Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence;
- v. *Victim Services*  
Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, and dating violence;

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- vi. *Stalking*  
Developing, enlarging, or strengthening programs addressing stalking;
- vii. *Indian Tribes*  
Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault and domestic violence;
- viii. *Multidisciplinary Efforts*  
Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;
- ix. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
- x. *Elderly or Disabled*  
Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;
- xi. *Immigration*  
Providing assistance to victims of domestic violence and sexual assault in immigration matters;
- xii. *Core Services*  
Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
- xiii. *Jessica Gonzales Victim Assistants*  
Supporting the placement of special victim assistants (to be known as "Jessica Gonzales Victim Assistants") in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the

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enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities-

- (a) Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized;
- (b) Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
- (c) Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
- (d) Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order; and

xiv. *Crystal Judson*

To provide funding to law enforcement agencies, nonprofit nongovernmental victim services providers, and State, tribal, territorial, and local governments, (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote-

- (a) The development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as "Crystal Judson Victim Advocates," to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
- (b) The implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies (such as the model policy promulgated by the International Association of Chiefs of Police['Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project' July 2003]<sup>1</sup>;

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- (c) The development of such protocols in collaboration with State, tribal, territorial and local victim services providers and domestic violence coalitions.

b. MATCH REQUIREMENTS

Not less than thirty seven (37%) of the total funds provided for a proposal to operate an existing and/or new program.

**F. EVALUATION FACTORS FOR FUNDING PROPOSALS and APPLICATION ORGANIZATION.**

Please read the grant application instructions thoroughly and refer to this announcement before you begin, and while you are writing the proposal. Proposals will be reviewed by VJA staff and its advisory committee in accordance with the factors stated below. Staff and committee recommendations will be forwarded to the Intergovernmental Services Assistant Administrator for review and final funding decisions. Applications are subject to an eligibility and proposal review.

1. ELIGIBILITY REVIEW

An initial review to determine the applicant's eligibility to receive funding is conducted. If an applicant is determined to be ineligible for funding, his/her application will not be reviewed for funding consideration.

2. PROPOSAL REVIEW

Each application will be reviewed utilizing a score sheet which captures the following criteria:

a. *Applicant Agency Capacity*

The applicant agency's mission, structure, history of services, and grant management capacity reflect the agency's ability to carry out the project. Staff implementing the program are appropriate, qualified and properly trained in the issue and program, services or model they will be implementing. The agency maintains records of revenues and expenditures by funding source, and can produce verification of expenses upon request. An independent review of the fiscal records/practices is conducted periodically, but no less frequently than annually.

b. *Clear Statement of, and Contributing Factors to, the Problem/Issue(s) to be Addressed.*

The problem or issue to be addressed is clearly documented with relevant existing data for the geographic area and target population of the project, and not

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broader in scope. The sources for the data are cited in a clear and verifiable format. The process used to identify the problem or issue, and its contributing factors, through analysis of the data and existing resources is described.

*c. Population to be Served*

Proposed project addresses federal program priorities, including the type of victim to be served (i.e. child abuse, domestic violence, sexual assault, etc.) Applicant identifies underserved populations and addresses methods to ensure inclusion in services.

*d. Activities*

Applicant clearly demonstrates how the activities identified will benefit victims, produce the intended goals, are consistent with and assist in meeting federal and local purposes

*e. Collaboration.*

Evidence of community support and broad participation in the planning process and implementation planning are provided. Collaboration of community partners is described for the purposes of resource sharing, coordination of efforts, case management and to avoid duplication of services.

*f. Intended Outcomes Specified (Goals, Objectives and Performance Indicators).*

Outcomes the project intends to achieve are responsive to the purpose, overall goals, and essential components of the program purpose areas identified in this announcement. Goal statements provide an overall understanding of the impact the project will have on the identified problem through outcome measures. Objectives are clear, complete, concise, realistic, measurable, and relate to goal statements. Time frames are clearly identified and realistic.

*g. Budget.*

The budget is reasonable, necessary and efficient, and clearly relates to specific goals and the expenses needed to complete this project. Support of the project from other sources is described in the budget narrative. Necessary match is provided. Supplanting of existing funds is not evident. A sustainability plan beyond these grant funds is provided.

*h. Evaluation Plan.*

The proposal describes how it will systematically document and be able to provide data regarding services provided and activities carried out and the number of individuals, groups and/or target population receiving the services or benefiting from program activities. It also shows how it will document individual

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and system changes occurring as a result of the project. It will be able to provide evidence of progress in meeting its intended outcomes.

**G. RECONSIDERATION PROCESS**

Scoring criteria will be strictly adhered to and many requests may not be funded. Applicants whose funding is denied will be notified of the specific reasons for the denial within five working days after the entire application review process has been completed. Any applicant receiving notification of denial may exercise its right to request reconsideration if done so within ten (10) calendar days after receipt of the denial notification. Any applicant requesting reconsideration must submit, in writing, all documents and rebuttal information with the request for reconsideration. Reviews will be limited to the reasons, documented in the notification letter, for which the application was denied. A decision based on the request for reconsideration shall be made within twenty (20) days after receipt of the request. In all cases, the decision of the IGS Administrator shall be final.

Applicants considered for support at a reduced amount will be given the opportunity of meeting with VJA staff to restructure the proposal and budget. Refusal to accept reduced funding will not be grounds for reconsideration.

**H. REPORTING REQUIREMENTS**

VJA requires monthly reimbursement requests that document expenditures under the approved budget. All requests for reimbursement must be accompanied by the appropriate supporting documentation. VJA also requires quarterly reports that document the project's progress towards meeting its goals and objectives. VJA maintains the right to withhold grant payments if reporting requirements are not met in a timely manner. All grant payment is on a reimbursable basis, no advances will be made.

**I. OTHER INFORMATION**

The Office of Intergovernmental Services, Victim Justice and Assistance Program reserves the right to reject any and all applications, to waive informalities and minor irregularities in the applications received and to accept any portion of the application for funding if deemed to be in the interest of the State of Arkansas and the program to do so. The Office of Intergovernmental Services, Victim Justice and Assistance Program reserves the option of holding for further consideration those applications with merit that were not funded. Any further consideration is dependent upon the availability of funds. Continuation funding beyond this grant year will be based on the success of the program and the availability of funds.

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Where activities supported by funded projects produce original computer programs, writing, sound recordings, pictorial reproductions, drawing or other graphical representation and works of any similar nature (the term of computer programs includes executable computer programs and supporting data in any form), the government has the right to use, duplicate and disclose, in whole or in part in any manner for any purpose whatsoever and have others to do so. If the material is copyrightable, the subgrantee may copyright such, but the government reserves a royalty-free non-exclusive and irreversible license to reproduce, publish and use such materials in whole or in part and to authorize others to do so. Subgrantees must agree and otherwise recognize that the government shall acquire at least an irrevocable non-exclusive royalty free license to practice and have practiced throughout the world for governmental purposes any invention or discovery made in the course of or under the subgrant.

**J. INQUIRIES/TECHNICAL ASSISTANCE**

Prospective applicants should feel free to make inquiries to obtain clarification of requirements, e-mail, fax or mail questions to the contact person listed on the cover of the announcement. Only written questions will be answered.

IGS/VJA will conduct technical assistance workshops to discuss completion of the application: Time(s) and location(s) will be posted on the website

Participation in the technical assistance workshops is voluntary; however applicants are strongly encouraged to attend.

At the conclusion of the technical assistance workshops, VJA staff will no longer be available to answer questions regarding the application.

**K. PROPOSAL SUBMISSION**

To access applications, visit the IGS/VJA's website at:  
[http://www.arkansas.gov/dfa/igs/igs\\_vja.html](http://www.arkansas.gov/dfa/igs/igs_vja.html).

**APPLICATION FORMAT: Applications must be typewritten, single spaced, using no less than ten point font and must not be placed in binders.**

An agency may submit as many applications as it wishes, however only one application is permitted per proposed project.

The application is subject to review by state executive order 12372; therefore applicants must complete form SF-424, which can also be found at the website listed above.

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NO LATE SUBMISSIONS, FAXED OR ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.  
Allow sufficient time for the physical delivery of the application by the deadline of **Friday, April 17, 2009 at 4:30 p.m.**

Submit four (4) full copies of the application, one of which must have the original **BLUE** INK signature on the certification.

Mail or deliver applications (4 copies) to:

Ms. Sandra L. Cook, VJA Program Manager  
State of Arkansas  
Department of Finance & Administration  
Office of Intergovernmental Services  
1515 West 7<sup>th</sup> Street, 4<sup>th</sup> Floor  
Little Rock, AR 72201

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